

EDA Investment Recipient Sample Letter for EDA Capacity-building programs

(Date)

(Authorized Representative Contact)  
(Investment Recipient Applicant Name)  
(Address)  
(City, State Zip)

Re: (Project Number)

Dear (Authorized Representative):

The Government Performance and Results Act of 1993 (GPRA) requires Federal agencies to develop performance goals and measures, and to report on its program performance. To obtain this performance data, EDA requires, as part of your Award requirements, that investment-related information be reported. The Data Collection form and Performance Validation form specific to your investment is attached and must be submitted to the regional office ***within 15 days of the end of your investment award date***. Please note this change from the previous data collection periods.

For performance validation, please complete the attached EDA GPRA Performance Validation form and return it to your regional office or headquarters division with the appropriate Data Collection form. The Performance Validation form has been added as the Office of Management and Budget is now performing audits of the reported GPRA performance data.

- EDDs and Indian Tribes must complete the validation form if reporting \$100 million and over in private sector investment, or 1,500 and over in jobs created or retained,
- UCs must complete the validation form if reporting \$5 million and over in private sector investment, or 500 and over in jobs created or retained,
- TAACs must complete the validation form if reporting \$40 million and over in private sector investment, or 500 and over in jobs created or retained,

We appreciate your cooperation and assistance in completing the enclosed Data Collection and Performance Validation forms, and submitting them to your regional contact person. If you have any questions, please contact your regional office.

Sincerely,

Regional Director  
Enclosures